



Missouri Department of Elementary and Secondary Education

— Making a positive difference through education and service —

September 20, 2006

****IMPORTANT NOTIFICATION****

TO: School Administrators
CC: English Language Learner (ELL) Coordinator
FROM: Mr. Craig Rector, Director
Federal Discretionary Grants
SUBJECT: 2006 Limited English Proficient (LEP) Student Census

The fall 2006 Limited English Proficient Student Census is to be conducted by all public school districts in Missouri from **October 23 - November 13, 2006**. The census form will be available through DESE's Web Application System. **All public school districts will be expected to submit their LEP student data via the Internet. The data that you submit should be for the completed last school year 2005-2006.** Your district's count should include all LEP students enrolled (that is, all LEP students present plus all absent) on October 1, 2005. If unable to collect the data on October 1, use the closest day possible. It is important to complete the census even if your district has no Language Minority (LM) or LEP students enrolled. No paper forms will be available. In addition to eliminating the cost and difficulties associated with paper forms, the information submitted will automatically be entered into a database. This will make summary reports about LEP students and the services they receive instantly available. The LEP census is available under DESE Web Applications: <https://k12apps.dese.mo.gov/webapps/logon.asp>. Please take the time to familiarize yourself with the format.

Our office has received clarification on the definition of LEP students. LEP students enrolled should **not** include LEP students who have exited the LEP category, even those exited LEP students that are in a 2-year monitored status. The students in this category are often designated as former LEP and still considered LEP for purposes of inclusion in determining the state's adequate yearly progress (AYP). However, they are not LEP as per their language status or "limited English proficiency" and should not be reported in this data collection system.

In June 2007 you will be required to report LEP Census Data as part of the June Cycle of Core Data for the 2006-2007 school year. Your district should count all LEP students enrolled (that is, all LEP students present plus all absent) on the last Wednesday in September 2006. You will enter information on the number of K-12 ELL (LEP) students enrolled, Language Proficiency Test Used, and ESOL Teacher information. For the K-12 ELL (LEP) students enrolled, you will include the number (headcount) of students in grades K-12 enrolled on the last Wednesday in September 2006 whose English language proficiency was below that of grade and age level peers. You will not include LEP

students who have exited the LEP category, even those exited LEP students that are in a 2 year monitored status. The students in this category are often designated as former LEP and still considered LEP for purposes of inclusion in determining the state's adequate yearly progress (AYP). However, they are not LEP as per their language status or "limited English proficiency" and should not be reported in this data collection system.

As a required activity of the Missouri state Title III grant, the results of this census are to be analyzed and published by DESE, *but only if they are valid and reliable*. State agencies (including DESE), Institutions of Higher Education (IHEs), Local Education Agencies (LEAs), nonprofit organizations and many other interest groups use the data collected from this census for various purposes, including the design of educational and service programs, publications, funds allocation, and the attraction of funds to the State of Missouri, including **Title III** of the No Child Left Behind (NCLB) Act of 2001.

There are three keys to accurately and efficiently report the LEP students who are enrolled in your district:

1. **Understand the terms used in identifying language minority children:**
Language Minority (LM); Limited English Proficient (LEP); home, native, mother or first language.
2. **Have the district's ELL coordinator knowledgeable in minority language issues and oversee, collate, and complete the census form.**
3. **Submit the LEP Census even if there were no LM or LEP students enrolled in the 2005-2006 school year. If your district does not have any LEP or LM students, you will only have to complete Steps 1.1 and 1.2.**

Because of the nature of electronic data collection, the census form will only be available for a limited period of time (October 23 - November 13, 2006). Before and after that time period, **you will not be able to input information**. Please plan now so that the information you need to report is ready by October 23. A *LEP Student Census Data Collection Worksheet* is enclosed and one is also being sent to the district ELL coordinator to assist in compiling the needed information. The worksheet is also available to download at:
<http://dese.mo.gov/divimprove/fedprog/discretionarygrants/>.

If you employ an appropriate enrollment-screening instrument, you should already know the number of LM students in your schools. If you have assessed these students' English proficiency, you already know the number of LEP students in your schools. **Please complete all requested information for the 2005-2006 school year.**

If you do not have the enrollment information listed above, or do not provide services to LEP students, or if you have questions about any aspect of this census, please contact our office immediately at 573-526-3232.

Failure to properly identify these children carries serious social, ethical, and legal implications. Let us recognize these students so we can help them achieve the same high standards expected of all Missouri students.

Enclosure